

MEMORANDUM FOR Combined Arms Exercise (CAX) Students (formerly CAS3)

SUBJECT: Administrative Information

1. Purpose. To provide administrative information concerning the conduct of Reserve Component CAX Class at Fort Dix, New Jersey.
2. Registration. Your name appears on the Army Training Requirements and Resources System (ATRRS) for the Combined Arms Exercise consisting of seventeen (17) days at Fort Dix, New Jersey. This course is now known as the Combined Arms Exercise (formerly as CAS3) and is conducted in one phase. The "R" indicator next to the student's name on the ATRRS printout indicates a reserved seat in a CAX Class.
3. Reporting Process. In-Processing is conducted in the processing center of Building 5406 located at Fort Dix, New Jersey **Friday at 1500 hours** on your report date. Report in the Army Physical Training Uniform for height/weight screening. Rooms to change clothes are available. Classes will begin **Friday evening at 1830 hours**. The normal duty uniform is Class C (BDU/ACU/DCU) with beret headgear. You do not need any field gear. Classes are conducted in Building 5507 for the duration of the course.
4. Items to bring to the course:
 - a. Completed Student Background Form (attachment to this letter) to be turned in during the first class.
 - b. Eligibility verification: one (1) copy of your Advanced Course Completion certificate (DA 1059 or copy of diploma).
 - c. Applicable profile(s): limit to participation in organized group physical training. Please note the APFT will not be administered at CAX unless APFT is out of date (older than 6 months).
 - d. Most recent APFT: copy of DA Form 705.
 - e. Laptop Computers: bring laptop to class. A personal laptop computer is beneficial for completion of individual assignments. Classrooms have two computers each that can be used for printing required assignments. No handwritten homework documents are acceptable. Classroom computers have Internet access and currently there is no internet access in the billets. Open Internet access is available at the Java Café and Internet Lounge (at Club Dix formerly the Officer club) and at the Fort Dix/McGuire AFB food court.

f. PowerPoint / Word / Excel: CAX briefings and presentations use Microsoft PowerPoint. Have this software on your laptop and be familiar with its operation. If you are not familiar with PowerPoint, you are encouraged to register for a US Army e-Learning account at <https://usarmy.skillport.com> for Beginning PowerPoint 2000, course number 111348_eng to gain the necessary skills to use PowerPoint effectively. Proficiency in Microsoft Word and Microsoft Excel programs is advantageous.

g. Supplies: a three ring binder (one inch) with at least 50 document protectors for desk-side briefing. A USB storage device (“thumb drive”) is invaluable for electronic file transfer.

5. General Information.

a. Class Start. Class is conducted in Building 5507 and begins promptly at **1830 on Friday**. Duty uniform is Class C (BDU/ACU/DCU). No field gear is necessary.

b. Height/weight requirements. Students who fail **are** permitted entry to the class. Failure to meet height/weight standards is reflected on the DA Form 1059 (Academic Evaluation Report) indicating “Marginally Achieved” course standards and will be reported to your regular chain of command. All graduation requirements and standards that must be passed are reviewed during the initial day of instruction.

c. Class schedule. The class schedule is determined by the class XO and Primary Staff Leader (PSL). Any variation from the established schedule must be approved by this chain of command. Plan to work late most evenings. Coordination with family and employers for minimal disruption is essential due to the rigor of the course.

6. Student Evaluation.

a. Performance Criteria. CAX is graded using multiple performance criteria. You will be evaluated often by your PSL. The goal of CAX is for each officer to improve. The course is pass/fail and no numerical or letter grade is received.

b. Performance Reporting. Students will receive an Academic Evaluation Report (AER) upon completion of the course. Course completion results are reported to United States Army Reserve Command (USARC) in that manner.

c. Competition. Students only “compete” against themselves. There is no ranking of results for recognition. Students are not compared to other students and individual student plans are established. Progress (or lack thereof) is measured individually.

d. Evaluation. Student progress is internal to CAX unless the student has attendance problems and/or the student fails to meet HT/WT standards. Unit commanders receive completion certificates without student evaluations.

AFRC-CAX

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7. Lodging. Student are assigned rooms and issued keys during inprocessing. Sheets, pillow cases, and blankets are issued and rooms have box spring mattresses. Bring your own towels or washcloths (none will be issued). Bring your own alarm clock.

8. Breakfast, lunch and dinner are available at the dining facility (DFAC) during the course at current prices (B \$1.80 L \$3.65 D \$3.65 at the date of this letter) unless your orders specifically state you are on TCS mobilization orders. References: AR 30-22, paragraph 3-35; DA PAM 30-22, paragraph 3-46; www.armyg1.army.mil/MilitaryPersonnel/ppg.asp; HQ, USARC, AFRC-LGT-S, 1 Jan 05, Sub: Food Service Meal Rates at Appropriated Fund Dining Facilities for Fiscal Year 2005; HQ, USARC, AFRC-LGT-S, 5 Apr 01, Sub: Annual Training (AT) Meal Collections, Revised

9. Transportation. Students who attend CAX without a privately owned vehicle (POV) should be authorized a rental car for the entire course. Distances traveled approximate 7.5 miles each day between billets, classroom, and mess facility. Class scheduling does not afford the student walking time. We cannot mandate that units authorize rental cars on student orders but we discourage units from sending students without providing their ground transportation. Direct your questions and comments regarding this issue to the Point Of Contact listed in paragraph 12.

10. Academic Ethics. Professional ethics are of paramount importance at the Combined Arms Exercise. Work presented by students, staff, or faculty must be their own. Violations are considered serious breaches of ethics and are cause for academic dismissal, administrative action, and punishment under provisions of the Uniform Code of Military Justice.

11. Late Arrival. **Unexcused late arrival may be considered as grounds for dismissal from the course.** Contact the POC immediately if you cannot arrive before 1500 hours on the course start date.

12. POC for these and any additional concerns is CPT Steven Zimmerman at (609) 562-5058 or at (609) 234-7956 and steven.zimmerman@us.army.mil.

MICHAEL D. UTLEY
LTC, CM, USAR
Commanding

Enclosures:
Student Background Form
Strip Map